



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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Instruction Memorandum No. NM-2006-001
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To: DMs, FMs, DSDs, Chief OEA and EEO Manager
From: Deputy State Director, Division of Business Resources
Subject: Safety and Health Facility Inspection and Program Evaluation Policy

Program Area: Safety Management

Purpose: To standardize procedures on conducting facility inspections and program evaluations within the Bureau of Land Management (BLM), New Mexico/Oklahoma/Texas/Kansas (NM/OK/TX/KS) region.

Policy/Action:

1. A comprehensive facility safety inspection is an integral part of an active safety program and shall be scheduled and conducted annually at all sites in BLM NM/OK/TX/KS. District/Field Offices will include this requirement in their respective Annual Safety Action Plan (SAP) prepared at the beginning of each fiscal year. Copies of facilities inspection reports will be provided to the State Safety Office no later than September 30 each year.
2. Zone Safety Specialists will perform a self inspection of the safety program at their respective locations at least annually and identify program strengths and weaknesses. Copies of self inspection results will be provided to the State Safety Office no later than September 30 each year.

The attached policy provides various forms to be used in the inspection and program evaluation review.

Timeframe: This policy is effective immediately.

Budget Impact: Implementation of this policy will not result in additional costs not normally associated with the program.

Background: The Bureau Safety and Health program outlines six essential program elements

needed to establish an effective safety and health program. Attention to each of these elements is necessary to ensure that Bureau offices provide safe and healthful working conditions for all employees. This policy provides information and guidance to assist Zone Safety Specialists and District/Field Office Safety Coordinators in complying with the inspection and program evaluation elements of the program.

Manual/Handbook Sections Affected: BLM 1112-1, Safety and Health Management, Chapter 6.

Coordination: Safety Committee, Administrative Officers, and Safety Specialists/Coordinators.

Contact: State Safety Engineer, Art Segovia, 505-438-7678.

Authenticated by:
Eve Salisbury
Records Manager

Signed by:
Janice L. Gamby

4 Attachments:

- 1 – NM Form 1112-7, Facility Inspection Report (1 p)
- 2 – BLM Form 1112-8, Hazard Abatement Plan (1 p)
- 3 – Risk Assessment Matrix (2 pp)
- 4 – BLM Program Management Review Checklist (9 pp)

Distribution

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